



P&F MEETING– TERM 1, 2018

Tuesday 27th February 2018 – 7.15pm

Meeting Minutes

1	Welcome	President Belinda H opened meeting @ 7.15pm
2	Apologies	Nil
3	Matters arising from previous minutes	<i>Motion:</i> Accept minutes from AGM Tuesday 7 th November 2017 Accepted by Nat I Seconded by Pip T
4	Principal's Report	<p>We are just about at the halfway point to Term One. Settling in to school has proven to be busy time but the year has begun quite smoothly overall. I'd like to welcome everyone to the meeting tonight. I look forward to working with you again this year. We have lots of generous parent volunteers again this year and some people in new roles – Jo W as our Class Parent Coordinator has already been busy with the Bush Dance; Linda S has the Uniform Shop up and running. We have a number of new Class Parents volunteer this year. They have just held their first meeting for the year and have the calendar events set up for 2018 and an idea of where things are heading for the year. Our Class Parents really need the encouragement and support of the parents in their class during 2018.</p> <p>Unfortunately we have not been able fill the canteen manager position at this point. My thanks to Caroline M and all of the parent volunteers who have given their time to offer some short openings in the past couple of weeks. The children love having access to the canteen and their generosity has been amazing. I think the existing model of a Canteen Manager with a group of volunteers is proving extremely difficult to sustain for various reasons. At this stage the canteen will remain closed. We time to explore other options. I would therefore like to set up a meeting with our P&F Executive to explore a different model for running the canteen that involves shorter hours for volunteers; a more concise and manageable menu and a more achievable role description for the coordinator.</p> <p>This year is a year of School Self Review. We have reached the halfway point in the implementation of our School Improvement Plan. Schools reaching their third year of SIP implementation have an opportunity to take stock of where they are and to make any adjustments or enhancements to the plan. Our SIP can be found at the following link: https://docs.google.com/document/d/1aYZH_5CqloFguKwgrazOwFyR6gCWdcKy9Lfdr4OjyWo/edit?usp=sharing</p> <p>This forms part of system accountability processes which also link into Commonwealth and State Government requirements. The review involves two stages:</p> <ul style="list-style-type: none"> ▪ A Tier One compliance review. ▪ A Self-Review. <p>Tier One is about ensuring that systems and processes needed for the smooth operation of the school are in order and that the school is following the requirements of the Education Act. This happens over time and requires us to gather evidence of compliance for various assessors during the year.</p> <p>The Self-Review involves an evaluation of an identified area of focus using recognised assessment tool of our choice. Data will be collected from staff, parents and students and it will assist us in evaluating the progress of and aspect of our current School Improvement Plan. It will also assist us in identifying our direction for the next three years in that area. We will be communicating with the community during the year about the process. Natalie Ingram and I will be presenting the outcomes of our evaluation to others schools in November and we will inform the community of the outcomes as well.</p> <p>We began the year with Parent Information Evenings and will hold individual parent, teacher and child goals setting interviews at the end of Term One this year. This will provide teachers some time to get to know their students, parents and children an opportunity to settle into their new classrooms with their new teachers and, we feel, a stronger context for setting goals with the children earlier in the year. Our Semester One and Two reports can be better focused on goal setting as a result. I am grateful to those attending the</p>

		<p>meeting tonight for their feedback.</p> <p>You received a communication about the hall last Friday. This indicated that the hall has hazardous materials in the ground under the floor. An inspection was completed by a hygienist on Monday afternoon and we are awaiting a report to identify the materials. Closing the hall is a precaution we have been asked to take. We are awaiting the report and recommended actions that need to be taken. The materials were discovered following a Catholic Schools Office initiative to identify work that needs immediate attention in the hall.</p> <p>Playground works to the northern side of the path have been costed at approximately \$85 000. This work is subject to approval by the Bishop's Office as it is over \$50 000. An application for the work is being completed. Once this is done and submitted, the work will be subject to a timing issue. We do not want the hall and the playground unavailable or inaccessible at the same time. At the moment the application needs completion and a decision on the hall is also needed so that the timing issue can be resolved.</p> <p>This year we would like to refurbish our Year 6 classrooms using more modern, flexible furniture arrangements. The organisation of the classroom spaces will allow the teachers and students to create a learning environment that is fit for purpose. We have been using the furniture in the library successfully for a year and half now to help vary the learning environment and are ready to move into Stage 3 with a similar model. The plan fits with our SIP goal 'to authentically engage students in their learning' and is true to our strategy of using contemporary learning environment design to help achieve this goal. We anticipate this goal to cost us approximately \$15 000 and we are looking for the P&F to make a contribution of approximately \$8000 towards our goal during 2018.</p> <p>Authentic engagement for learning has also had teachers exploring the use of technology within classrooms. One of our SIP goals has been to have children use technology to share their learning using technology with a wider audience. Ms Ingram will share some of the work Year 6 have been doing tonight. This work has lifted their level of both engagement and independence in relation to assessment and learning.</p> <p>I am looking forward to our Open Days March 12 and 29 and am hopeful that we can have some parent volunteers to assist us with the activities we have planned on the day. We will be sending out a call for help to our Class Parents and the community. Our Open Days are designed to cater for families interested in enrolling their children in Kinder 2019. We will be running School Tour mornings on Wednesdays, Playgroup every second Tuesday of the month and Book Reads in our library on the first Tuesday of the month from Term Two. Our aim is to provide opportunities for younger children to connect with the school environment so they feel a sense of welcome and safety as they transition to school.</p>
5	Executive & Committee Reports:	Committee Reports were tabled and provided to the attendees.
	<ul style="list-style-type: none"> • President 	<p>Belinda H opened meeting with beautiful prayer referencing "strength & gentleness"</p> <p>P&F committee introduced for the new year</p> <ul style="list-style-type: none"> • President – Belinda H • Vice President – Caroline M • Treasurer – Russell S • Secretary – Pip T • Class Parent Co-ordinator – Joanne W <p>Main aim of P&F to increase the sense of community with the school. Our fundraising goal for 2018 is \$8k which will be used to purchase a new projector & screen for the hall and new furniture for Stage 3.</p> <p>Belinda extended her thanks to:</p> <ul style="list-style-type: none"> • Caroline M for enabling the canteen to open • Canteen Volunteers • New Class Parents for taking on the role • Banking Volunteers • Uniform Shop Volunteers • St John's Staff for the information nights and smooth beginning to the year • Year 4 for organising the Bush Dance next week

	• Class Parent Co-Ordinator	Provided by Jo W. Refer to the report included in committee report attachment. Thank you Jo for Class Parent Information evening			
	• St John's Advisory Council	Provided by Rachel C/Natalie B. Refer to report included in committee report attachment. Natalie B & Rachel C co-chair Welcome to Amelia, Carol & Wendy			
	• Treasurers Report	Provided by Russell S. Refer to the report included in committee report attachment.			
	• Canteen Co-Ordinator	<ul style="list-style-type: none"> • Currently interviewing potential candidates for canteen Manager – no successful applications to date • Exploring options for the Canteen model going forward. Initial discussions with Mark and research underway • Really good stock – good quality jumpers • Winter shirts donated recently • Extend hours with changeover to winter uniform • Thank you to Caroline for helping with mending • Qkr! – needs updating with new opening hours and 2nd hand stock available 			
	• Clothing Pool Co-Ordinator	Provided by Linda S. Refer to the report included in committee report attachment.			
	• Broken Bay Parent Council	Provided by Rony R. Refer to the report included in committee report attachment. SES submission by school on behalf of parent group			
	• School Banking	Provided by Belinda B. Refer to the report included in committee report attachment. Would like some more volunteers Tues morning – an hour of your time. Commissions paid to school for new accounts and \$\$ deposited every month			
6	Guest Speaker				
7	General Business	Follow up Items	Raised	Owner	Status
		Vacant Positions – Filled – THANK YOU!	T4 2015	All	completed
		Canteen matters Interviews are taking place for a new Manager Canteen will be open for Sushi Wednesday & Cool Fridays until further notice	T4 2017	Canteen Committee	ongoing
		Cookbook sales Mother's Day Sales – especially new families	T4 2015	All	ongoing
		Playground Update Addressed in Principal's report	2016	All	ongoing
		New Items	Raised	Owner	Status
		Fundraising 2018 ❖ Movie Under the Stars Save the date! Wellbeing Week – Friday 7 th September (wet weather 21 st Sept) ❖ Entertainment Book School makes \$14 off each book. Cost \$70 Bel to meet with the Entertainment Book marketing person and explore options	T4 2017	P&F	new
		Class Contact Lists Please fill in the Google Form if you are yet to do so if you would like to be included on the list. https://goo.gl/forms/c2wuP38XFAGyA822	T1 2018	P&F	completed
		Giving Back to the Community Joint Initiative with Advisory Council P&F goal of enhancing goal of embracing community spirit Winter Appeal / Mission Australia / Vinnies Boomerang Bags (BB) Palm Grove – more involved with the residents / working with the elderly – any ideas from parents that work with elderly?? Continue to talk / explore ideas	T1 2018	P&F	new

		2018 Events <table> <tr> <th>Event</th><th>Organiser</th><th>When</th></tr> <tr> <td><i>Bush Dance</i></td><td><i>Year 4</i></td><td><i>3rd March</i></td></tr> <tr> <td><i>Cross County/Colour Run</i></td><td><i>Year 3</i></td><td><i>5th April</i></td></tr> <tr> <td><i>Mother's Day Event</i></td><td><i>Year 1</i></td><td><i>10th May</i></td></tr> <tr> <td><i>Grandparents day / book parade</i></td><td><i>Year 5</i></td><td><i>4th August</i></td></tr> <tr> <td><i>Father's Day Breakfast</i></td><td><i>Year 2</i></td><td><i>30th August</i></td></tr> <tr> <td><i>Disco</i></td><td><i>Kindy</i></td><td><i>19th October</i></td></tr> <tr> <td>Major Fundraiser – Movie Under the Stars</td><td>P&F</td><td>7th September (21st wet weather)</td></tr> </table>	Event	Organiser	When	<i>Bush Dance</i>	<i>Year 4</i>	<i>3rd March</i>	<i>Cross County/Colour Run</i>	<i>Year 3</i>	<i>5th April</i>	<i>Mother's Day Event</i>	<i>Year 1</i>	<i>10th May</i>	<i>Grandparents day / book parade</i>	<i>Year 5</i>	<i>4th August</i>	<i>Father's Day Breakfast</i>	<i>Year 2</i>	<i>30th August</i>	<i>Disco</i>	<i>Kindy</i>	<i>19th October</i>	Major Fundraiser – Movie Under the Stars	P&F	7 th September (21 st wet weather)
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8	Date of next meeting	Week 5 Term 2 – 29 th May 2018																								
9	End of Meeting	Meeting closed 8:15pm																								